

# Life To Eagle Process

Greater Los Angeles Area Council, BSA  
San Gabriel Valley District

Rev. January 2019

This packet presents the Life to Eagle Process for the new San Gabriel Valley District, established January 1, 2019

Nothing in this process is intended to conflict with BSA Policy as set forth in the current edition of the Guide to Advancement and the Greater Los Angeles Area Council Eagle Process procedures as listed on the Council website. Where applicable, citations to the Guide to Advancement (GTA) are given.

Scouts must use the versions of the official paperwork - Eagle Scout Project Workbook and Eagle Rank Application - current at the time they begin filling out that specific piece of paperwork.

# PLANNING FOR THE TRAIL

First, you must carefully study the Eagle requirements as outlined in the most recent edition of the Scouts BSA Handbook as well as all of the materials in this packet. These will help you in the months ahead. Remember, by the way, to build family and summer school vacations (particularly Scout Camp merit badge opportunities), periods of being especially busy (e.g. a school sports season) and other individual scheduling situations into your Eagle “game plan.” The materials here will also help prepare the application itself.

Second, discuss your plans with your Scoutmaster\* and get advice on how to proceed. Find out what is expected of you in participation, Scout Spirit, Troop leadership and personal growth. Each of these is a specific requirement for advancement to Eagle, which must be accomplished to your Scoutmaster’s satisfaction, and each show something about your fitness for the Eagle award.

Then plan, organize the merit badge work and your service project so that they will be done well before your eighteenth birthday. This means that the Merit Badge Blue cards must be completely signed and registered at the Scout office and the project report (including photos) completed and turned in before that date. While the Board of Review may meet and the award presented at a Court of Honor after the birthday, everything (including merit badges, project, Scoutmaster conferences) must be completed and submitted to the District Eagle Advisor prior to that date.

Every leader remembers that, when one is sixteen, eighteen seems very far away. But sadly, every leader knows Scouts who waited just a week or two too long and didn’t “make Eagle” even though they did virtually all the work. Please don’t be one of those and, also, don’t be one of the guys who inconveniences everyone involved by needing “emergency” help right up until the night before the Scout’s birthday.

Another reason to be careful about timing is the possibility of having to re-do something - what if the Eagle Board finds that you’ve pretty well done everything, but your project was not fully completed, for instance? If you have plenty of time, you can get the “loose ends” finished up, but, if you’re almost eighteen, you may be out of luck.

Exceptions to the age eighteen limit are made only (a) for special needs Scouts and (b) by the National Scout Office in circumstances totally beyond the control of the Scout.

\*Since the vast majority of Scouts who complete Eagle do so in a Scouts BSA troop the terminology in this document will frequently reflect that branch of the BSA program. If you are working on Eagle in a Venture Crew instead, for Troop substitute Crew, instead of the Scoutmaster you will work with your Crew Adviser, and instead of Troop Committee, you will work with your Crew Committee. Similarly, in Sea Scouts you will work with the Skipper and the Ship Committee.

# MERIT BADGES

The required merit badges are, of course, discussed in your Scouts BSA Handbook, and little needs to be said here about how to do them. Remember, however, that not every badge has a counselor readily available all the time, and finding appropriate people can be a major scheduling problem, especially for a Scout nearing the eighteenth birthday deadline.

This is a good time for another reminder about being certain you have the most recent “Eagle Scout Award Application” form and Handbook, as the required badges, alternate choices and the requirements of the merit badges themselves do change periodically over the years.

## EAGLE SCOUT SERVICE PROJECT

Requirement 5: While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Boy Scouting.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the [\*Eagle Scout Service Project Workbook\*](#), [BSA publication No. 512-927](#), in meeting this requirement. (To learn more about the Eagle Scout service project, see the *Guide to Advancement*, topics 9.0.2.0 through 9.0.2.15.)

### Project Process

Few things you’ve done in life will be as much of a challenge, as much work, as much a source of pride and as much plain fun as your Eagle Project. We can’t ever forget that our main service to is to others. While some of the merit badges teach us skills which are enjoyable, the Project makes a major contribution to our community right now.

#### **“While a Life Scout...”**

1. Preliminary discussions: Consider ideas of interest to you for your project. Please note the project guidelines (from the Workbook):

- Routine labor is not normally appropriate for a project. This might be defined as a job or service you may provide as part of your daily life, or a routine maintenance job normally done by the beneficiary (for example, pulling weeds on the football field at your school.)
- While projects may not be of a commercial nature or for a business, this is not meant to disallow work for community institutions, such as museums and service agencies (like homes for the elderly, for example), that would otherwise be acceptable. Some aspect of a business operation provided as a community service may also be considered—for example, a park open to the public that happens to be owned by a business.
- A project may not be a fundraiser. In other words, it may not be an effort that primarily collects money, even for a worthy charity. Fundraising is permitted only for securing

materials and facilitating a project, and it may need to be approved by your council. See “Eagle Scout Service Project Fundraising Application” in the workbook.

- No more than one Eagle Scout candidate may receive credit for working on the same Eagle Scout service project.
- Projects may not be performed for the Boy Scouts of America, or its councils, districts, units, or properties.
- The safety of the participants in an Eagle Project is of utmost importance and the sections of the Project Workbook regarding safety and risk management ( pg. 6, Proposal Page A, Proposal Page E, Project Plan Page E, the Navigating the Eagle Scout Service Project document, and GTA 9.0.2.14) should be completed with some detailed thought and will be carefully reviewed and discussed by the District Eagle Advisor before approval.
- If a Scout, parent or unit leader has questions whether a particular project is appropriate for an Eagle Project and is permitted under the requirements and guidelines they are encouraged to contact the District Eagle Coordinator. However, this guidance is provisional and is not to be taken as approval of the Project Proposal itself. That can only be done after the Project Proposal section in the Workbook has been filled out and reviewed by all the reviewers.

## 2. Fill out Part 1 of the Workbook – Eagle Scout Service Project Proposal

The purpose of this section is to have the Scout, the benefiting organization, the unit (troop, team, crew, or ship) and the Council - through the District Advancement Committee - agree on the general nature of your project and approve it as meeting the requirements and guidelines for an Eagle Project

The Eagle Scout Service Project Workbook MUST be used. Note that while the size of the boxes are good guides for how much to write for each part they should expand if you need to write more. Anywhere in the Workbook additional pages may be inserted with drawings, pictures, maps etc. If additional space is needed you can put “see attached page” in the box and add your text on an additional page.

## 3. Get the first four signatures

When your Project Proposal is ready you should sign it first making sure you have read the whole Workbook as it indicates. The Scoutmaster and Troop Committee Representative should review the Proposal, discuss it with you giving their input, request revisions they see as appropriate and sign it when it has met the requirements. You must also meet with the representative of the benefiting organization and after a similar review process obtain their signature indicating that they accept the project and they have agreed on the scope of the project. It is strongly encouraged that the benefiting organization receives a copy of the Navigating the Eagle Scout Project document in the Project Workbook.

[Note: Units have flexibility in their process for the committee to approve an Eagle Project. Some units have the scout present the project to the full committee at a regular meeting. Other committees have delegated the responsibility and authority to a subcommittee or one, or more, unit Eagle advisers who approve the project on behalf of the committee.]

#### 4. Council Approval

Eagle Service Projects are approved by the District Advancement Committee on behalf of the Council. When a Scout has completed the Project Proposal and the first four signatures have been obtained the individual in the troop coordinating the Eagle advancement process contacts the District Eagle Coordinator for assignment of a District Eagle Advisor. That information is provided to the scout and It is then the Scout's responsibility to then contact the Representative and set up a meeting to review the Project Proposal.

Upon the approval of the District Eagle Advisor the approval process is complete. The Scout may now proceed with the project.

#### 5. Eagle Scout Service Project Final Plan

It is now up to the Scout to complete Part 2 of the Workbook, the Final Plan. While there is no requirement for approval of this section, going through the planning process should significantly enhance the efficiency and outcome of the project. It is part of the requirement to “plan and develop” a project and will be considered at the Scout's Eagle Board of Review.

It is also encouraged for the unit to help the Scout find a Project Coach appropriate to the project to work with the scout on the Final Project Plan and provide advice on executing the project.

#### 6. Fundraising Application

If applicable, the Scout needs to fill out the Eagle Service Project Fundraising Application found in the Workbook. The information about Project fundraising is with it. When the form is completed it needs to be signed by the Beneficiary, the Scoutmaster and lastly by the Scout's District Eagle Advisor.

***You are now ready to do the project!***

#### 7. Carry out the Project

#### 8. Complete the Eagle Scout Service Project Final Report

It is now time to wrap this up and complete Part 3, the Final Report. Once again, include additional pages that show what you did, document the work, and help tell the story.

Note that in listing the time spent completing the project the time for the Eagle candidate should include both the time planning the project as well as the time actually carrying out the project.

### 9. Project Approval Signatures

Once the Final Report is complete get the three signatures – yours, the Benefiting Organization and the Scoutmaster – indicating completion of the project. You have not completed the project until these signatures are obtained.

Congratulations – you have now completed your Eagle Scout Leadership Project

Be sure to make it an attractive presentation for the members of your Eagle Board so they can better understand what you accomplished in your project. You are not just checking off a box on a checklist, you want to put your best foot forward to give the members of the board a clear idea of the magnitude of what you accomplished.

## **EAGLE BOARD OF REVIEW**

Requirement 2. Demonstrate that you live by the principles of the Scout Oath and Scout Law in your daily life. List on your Eagle Scout Rank Application the names of individuals who know you personally and would be willing to provide a recommendation on your behalf, including parents/guardians, religious, educational, and employer references.

Requirement 7. Successfully complete an Eagle Scout board of review. In preparation for your board of review, prepare and attach to your Eagle Scout Rank Application a statement of your ambitions and life purpose and a listing of positions held in your religious institution, school, camp, community, or other organizations, during which you demonstrated leadership skills. Include honors and awards received during this service. (This requirement may be met after age 18; see below.)

All requirements for the rank of Eagle Scout, except the Eagle Board of Review, must be completed before the Scout reaches the age of 18. The Eagle Board of Review may take place up to three months after the 18<sup>th</sup> birthday without an extension. [GTA 9.0.1.1]

### Reference Letters [GTA 9.0.1.7]

The Scout will provide the names and addresses of at least six individuals who have agreed to write reference letters. The references must include the parents, a religious leader, an educator and an employer if the Scout has one. It is preferred that the additional personal references be from a variety of sources. If the scout does not have an employer they should provide a third personal reference. It is also strongly encouraged to have a seventh letter written by the Scoutmaster.

While the request for references may be distributed by the unit or the Scout the letters must be returned directly to the District Eagle Advisor.

The Scout or the Troop Eagle adviser should address the request letters to those individuals who are listed under “References” on the application. An additional request to the Scoutmaster is strongly encouraged. Usually a copy of the Scout Oath and Scout Law is included for the reference’s information. (Example reference request letters are available upon request.)

- Include with each reference letter request a stamped envelope addressed to the District Eagle Advisor or other District individual who will receive the reference letters.
- The Scout, or the Scout’s family may not personally be involved in the collection of the reference letters, other than the parent letter.
- Reference letters are confidential and their contents are not to be disclosed to any person not a member of the Eagle Board.

A reasonable length of time should be given for the return of the letters but an Eagle Board of Review may not be postponed due to unresponsive references. At this time the District recommends waiting four weeks.

#### Paperwork Verification [GTA 9.0.1.6]

The following four items must be provided to the Scout’s District Eagle Advisor for verification in order to schedule an Eagle Board of Review.

1. Completed Eagle Scout Rank Application. Signed by the Scout, the Scoutmaster and Committee Chair.
2. Scout statement of life purpose and ambitions
3. Resume or list of accomplishments, especially those outside of Scouting. (note: use of the form provided is encouraged.)
4. Completed Eagle Scout Service Project Workbook with completion section signed by Scout, Scoutmaster and Representative of the Benefitting Organization.

*Note 1: The Scout should provide along with the material above a copy of their individual advancement report from Internet Advancement which the unit can obtain or Scoutbook (if the troop is using it) which the Scout can obtain.*

*Note 2: The Unit Leader and/or the Unit Committee Chair may decline to sign the application if they do not endorse the Scout for the rank of Eagle. An Eagle Board of Review will still be held with any withholding of endorsement taken into consideration. [GTA 8.0.3.2]*

Once this material is received the District Eagle Advisor will verify the information on the application and if complete the Eagle Board of Review will be scheduled. Normally the Eagle Board of Review would be scheduled at least two weeks following receipt of these materials or four weeks following the sending of reference requests, whichever is later.

Other materials a Scout may be requested to provide to assist the District Eagle Advisor in reviewing the Scout’s application and the Board in reviewing their scouting experience:



1. Individual participation and advancement reports provided by the unit
2. Blue cards for all merit badges.
3. Other certificates or awards related to their scouting participation.
4. Pictures relating to scouting events and outings.

All materials provided to the Eagle Board should be in a logical format. The use of a three-ring binder with dividers, or similar means of organization, is encouraged.

Scouts are strongly encouraged to have this material verified by their District Eagle Advisor or another District representative before their 18<sup>th</sup> birthday.

### Eagle Scout Board of Review

The District Eagle Advisor in consultation with the Troop Eagle coordinator must select a board consisting of three to six members. One member of the Board must be a member of the District Committee and act as Chair. The remaining members are only required to be a minimum of 21 years old and may not be family members or the Scoutmaster or an Assistant Scoutmaster of that troop. Individuals that have some knowledge of the rank of Eagle are encouraged. Districts and Troops should attempt to recruit members from the community to sit on these boards.

The only requirements for the Board are that they review the paperwork, project and reference letters, meet with the Eagle candidate for 30-45 minutes, and render a decision which must be unanimous. Meeting with additional individuals, such as the parents and the Scoutmaster, is optional and the Board format can vary slightly to accommodate Troop preferences.

### Submission of Paperwork

Following the successful conclusion of an Eagle Board of Review the Eagle Application and the Council Eagle Checklist shall be transmitted to the Council Office by the District Eagle Advisor or another District representative.

## **FEMALE EAGLE SCOUT IMPLEMENTATION**

The following are brief excerpts from the policy distributed by the BSA related to the membership changes that go into effect on February 1, 2019.

It is in the interests of the entire BSA, and in fact our nation, that all girls who join the BSA in 2019 should have an opportunity to earn their Eagle badge should they diligently and promptly complete all requirements. Accordingly, after carefully considering recommendations from stakeholders, including feedback from volunteers and professionals at the 2018 Top Hands Meeting, the National Executive Committee of the Boy Scouts of America has approved the

following temporary transition rules regarding extensions for youth over 16 but not yet 18 years of age on February 1, 2019 to complete the requirements for the Eagle Scout award.

Since the BSA has determined that the minimum period of elapsed time to complete the requirements of the Eagle Scout rank is approximately 19-20 months, the extension is not available to any youth who is under 16 years of age on February 1, 2019 (as they will have adequate time to earn their Eagle before turning 18) nor to any youth who has already turned 18 years of age on February 1, 2019 (as they will be ineligible to join Scouts BSA).

1. Youth 16 years of age or older, but not yet 18, on February 1, 2019 who register as members of Scouts BSA on or before December 31, 2019, may request extensions to complete the Eagle Scout Award requirements after they turn 18 years of age.
2. Requests for extensions must be received no later than thirty (30) days after turning 18 years of age. Extensions must be in writing by submitting the designated form to the National Service Center and the form must be received no later than January 7, 2020. Only the National Council may grant extensions. The actual extension will be based upon the individual's registration date and age at the time of the request and will provide not more than twenty-four months from the date of initial registration to complete all requirements.
3. In the interest of fairness, these temporary transition rules apply to all youth joining Scouts BSA during 2019—both girls and first-time joining boys.

For scouts interested in filing for this extension the full document should be viewed and is available at

<https://filestore.scouting.org/filestore/pdf/Implementation-Details-for-Scouts-BSA-FINAL.pdf>

# THE EAGLE PROJECT

## A helpful discussion from an earlier packet

As stated before, few things you've done in life will be as much of a challenge, as much work, as much a source of pride and as much plain fun as your Eagle Project. We can't ever forget that our main objective in Scouting is learning to live by the Scout Oath and Scout Law's commandments regarding service to others. While some of the merit badges teach us skills which are enjoyable or educational and some will allow us to help others in future emergencies, the Eagle Project makes a major contribution to our community right now.

### HERE'S THE PROJECT REQUIREMENT:

While a Life Scout, plan, develop and give leadership to others in a service project helpful to your religious institution, school, or community. The project must be approved by your Scoutmaster, Troop Committee Chairman, benefiting organization and District Eagle Advisor before you start.

Let's break it down, step-by-step:

#### 1. "While a Life Scout . . ."

The Eagle Project must be started after you have "made" Life Scout, and you cannot do anything on it prior to that time (although a little thinking ahead will not hurt!).

#### 2. ". . . Plan . . ."

This requirement of a comprehensive, written advance plan is taken very seriously, and the best executed project in the world is not acceptable if it is done before the careful writing and approval of that plan. The planning forms will help on this requirement.

#### 3. ". . . Develop . . ."

Another important one! As you draft and redraft your written plan, you must also be "pounding the sidewalk" making the preparations, getting permission, arranging for unlocking and later locking of doors or gates, setting up transportation for your helpers and materials, borrowing needed tools, purchasing supplies. You must accomplish all of those things (not your parents, Scoutmaster or friends).

#### 4. ". . . Give Leadership to others. . ."

This puts your years in Scouting and those leadership positions you've held to the really practical test: This is an Eagle Project, not a "Lone Wolf" one. You may not do a project, however worthy, alone or with fewer than two helpers. It's preferable to have more than two, and always plan for extras because, as you know by now, things "come up" no matter how well you plan or how sure someone is that he'll be there.

#### 5. ". . . Helpful to your religious institution, school, or community . . ."

Were you surprised when you first heard this requirement, that you're not allowed to do a project for the good of Scout Troop? Eagle marks a passage into the adult world and a recognition that skills which stay within the Scout or the Troop aren't being fully used.

Here, you're going to be doing something as a Scout but for the world outside Scouting.

Here, you're going to be doing more than a "good turn". It must have some relatively permanent importance. Washing the windows or mowing the lawn of your church, for example, are great ideas, but nowhere near Eagle Projects. On the other hand, landscaping an area which is just dirt, building facilities or equipment for your church or school or undertaking a major rehabilitation project (e.g. painting and scraping) may well be an Eagle Project.

Don't forget schools as possible areas for projects and, if you go to school which is in pretty good condition, how about an elementary school in a less fortunate area? Aren't there some things around there which would really make a difference? Introduce yourself to the principal and find out.

City and county institutions need help all the time, especially in our era of budget constraints. There are few public libraries which don't have plenty of needs to be filled, and exciting institutions such as the fire, police or parks department generally have projects just waiting.

Community organizations, including charities such as the Salvation Army, Red Cross, United Way, Cancer Society and many service clubs, such as Rotary and Kiwanis, as well as local hospitals, are also good bets for projects. Be certain you are not working for a profit-making institution as part of their business, however, and consult your Scoutmaster if in doubt on this subject.

Bare in mind that dollar cost is of importance to a good Eagle Project and that some of the best cost almost nothing. When you arrange to do a project for an organization, be sure financial details (who is buying that can of paint?) are part of your plan.

Always remember that people in institutions such as these may be familiar with Scouting and even with Eagle Project requirements, so they may be better able to help think of things that you would expect.

The project must, of course, be on your own, even though you must have others help with it. Two candidates for Eagle may not share or "go in together on" a project.

It's not a requirement, but will add to your pride: Think of a project which has never been done before!

The Project idea must be approved by the benefiting organization, your Scoutmaster or Crew Advisor, Troop/Unit Committee Representative and District Eagle Advisor before you start. This list of approvals is important and differs from Star and Life Projects. The best thing is, of course, to involve your Scoutmaster before you even begin filling in the "Eagle Scout Service Project Workbook," so that you know you'll have approval when you need it, and so that he can give you extra ideas and let you know if there are some bad ones in there.

After you have your Scoutmaster's approval, then make an appointment with the Troop Committee Chairman and take it to him or her for approval. Finally, have your Troop Advancement Chairman, Troop Eagle Advisor, Scoutmaster, or another person with your Troop contact the District Eagle Coordinator to have a District Eagle Advisor assigned to you. Then you contact your District Eagle Advisor to discuss your project with them and get their approval.

Following approval of the concept, you should work with your unit's Eagle Project Coach to develop the detailed Project Final Plan. If the fundraising you will be doing requires it, submit a fundraising application to the Council through the District Eagle Advisor.

Then, all you have to do is the project itself.

## **Unit Eagle Advisor and/or Eagle Coach**

Every Troop, Team, Crew, or Ship should have a designated individual who helps guide scouts in that unit through the Eagle process. This person may be the Advancement Chair, the Scoutmaster, or another committee member that has this as their responsibility.

The responsibilities for this position include:

- Advising Eagle candidates on the process, particularly the aspects and suitability of project ideas.
- Approving the Eagle project proposal on behalf of the unit committee if so empowered (unless the Scoutmaster serves as Eagle Advisor).
- Contacting the District Eagle Coordinator for assignment of a District Eagle Advisor to an Eagle candidate
- Coaching the Scout through the development and execution of the project
- Helping set up the Board of Review, in consultation with the District Eagle Representative, including helping obtain reference letters
- Encourage Eagle candidates in their completion of the rank requirements

## **District Eagle Advisor**

The District Eagle Advisor is the representative of the District Advancement Committee that works with an Eagle candidate through the process and provides the Council and District approval at key steps in the process.

The responsibilities for this position include:

- Reviewing the Eagle Scout Service Project proposal with the candidate and approving the project proposal on behalf of the District when the candidate has presented a qualifying proposal.
- Reviewing and approving the Fundraising Application on behalf of the Council when necessary
- Serving on the candidate's Board of Review as the District and Council representative to ensure compliance with BSA policy and uniformity of application of policy and procedures.
- When called upon, advising Eagle candidates and unit Eagle advisors on the process, particularly the aspects and suitability of project ideas.
- When called upon by the District or the Unit, help to set up the Board of Review, in collaboration with the Unit Advancement Chair
- Encourage Eagle candidates in their completion of the rank requirements

## **District Eagle Coordinator**

Upon request by the unit leadership or the District Advancement Committee works with units to assign District Eagle Advisors to work with Eagle candidates. Works with the District Eagle Advisors and the District Advancement Committee to assure uniformity in the District Eagle process.

Current District Eagle Coordinator: Steve Salyards, 909-575-8422, [steve@sgveagles.org](mailto:steve@sgveagles.org)

# Appendix

The following documents are referenced in the Process and are included here for easy access

GLAAC Eagle Process – Scout and Unit Responsibilities

GLAAC Eagle Process – District Responsibilities

GLAAC Eagle Process – Council Responsibilities

Eagle Application Check List

(To be included with District submits paperwork post-EBOR)

Eagle Resume Template 1

Eagle Resume Template 2

## SCOUT & UNIT RESPONSIBILITIES

### *While a Life Scout:*

1. Plan and develop the Eagle Service Project, involving the beneficiary organization, and using the Eagle Service Project Workbook. Scout completes the Project Proposal section and signs it.
2. Scout has the Project Proposal reviewed and approved by unit leadership and the beneficiary organization.
3. Scout meets with the District Representative and has the Project Proposal reviewed and approved. District shall verify that the current Workbook has been used.
4. If needed, Scout completes the Fundraising Application.
  - a. Unit and beneficiary organization must approve application with signatures.
  - b. Scout must obtain approval of application from District Representative.
5. Scout completes Project Planning section of Workbook.
6. Scout commences work on his project.
7. Scout completes Final Report section of the Project Workbook and signs the Workbook.
8. Scout obtains Unit leader and beneficiary organization signatures on Final Report.
9. Scout prepares Eagle Service Project Workbook for presentation to his District Eagle Board of Review.

### *More Eagle Documentation:*

1. Scout provides names and addresses of those individuals he has selected to the appropriate unit individual or District Representative. That person mails out the requests for the references to be returned to the District...or
2. Scout sends out requests for references himself. District may provide a form letter with a return address to the District Representative.
3. Scout completes the following documentation:
  - a. Eagle Scout Rank Application, including his own signature. Scout should obtain a print-out of his personal Internet Advancement Record from his Unit leadership to insure that his Application has been completed accurately.
  - b. Statement of Ambitions and Life Purpose.
  - c. Listing of positions held in other organizations and honors and awards received.
4. Scout presents completed Application to Unit Leader and Unit Committee Chair for review and signatures.
5. Scout meets with District Representative to have all documentation reviewed.



## DISTRICT RESPONSIBILITIES

“District” can refer the District Advancement Chair, a specific Eagle Coordinator person, an Eagle Board chair or anyone else designated to represent the District in the Eagle Process.

### *Eagle Service Project:*

1. District shall meet with the Scout to review and approve the Eagle Service Project Proposal.
2. If being used, District shall review and approve the Fundraising Application.

### *Eagle Documentation:*

1. District shall mail out requests for references to those names and addresses provided by the Scout or
2. District may provide the Scout a form letter with a return address to the District.
3. District meets with Scout to review the following for accuracy and completeness:
  - a. Eagle Scout Rank Application (appropriate signatures)
  - b. Statement of Ambitions and Life Purpose
  - c. List of positions held and honors and awards earned
4. District will schedule the Eagle Board of Review.
5. Following the completion of a successful Eagle Board of Review, District shall destroy all letters of reference and prepare a document package to submit to Council. The package shall consist of the following:
  - a. Eagle Scout Rank Application with signatures of all Board of Review members.
  - b. Completed Council Eagle Application Check Sheet
  - c. Advancement Report Form 34403 does not need to be submitted to Council. At the discretion of the District, it can be used for record-keeping purposes at the District level.
6. District shall be responsible for any errors or omissions in the documentation and shall work with the Scout and/or Unit to make corrections or additions. The Scout, parents or the Unit shall not contact Council directly.
7. Delivery of the document package to Council shall preferably be done by the District, but may be done by the Unit or by the Scout for expediency with District approval. Signatures of receipt must be recorded on the Eagle Check List.
8. When the Eagle credentials have returned from National, said credentials may be given to the District for distribution, or to the Scout, his parents, or someone from his Unit. Signature of receipt must be obtained on the Eagle Check List before release of credentials.

## **COUNCIL RESPONSIBILITIES**

Council refers primarily to the Council Registrar but can also refer to any professional staff at the Council or District level.

### *Eagle Documentation:*

1. Council shall receive and record on the Checklist the submission of the Eagle paperwork packet.
2. Council shall review the Eagle document package submitted by the District.
3. Council shall notify District If any errors or omissions are discovered. The document package will be put on hold until errors are corrected. Making corrections is the sole responsibility of the District. Communications shall be between District and Council only. Scouts, parents or units leaders shall not directly contact or meet Council on their own.
4. Council shall submit the completed Eagle document package to National for final disposition.
5. When Council has received Eagle credentials from National, Council shall release the credentials to the appropriate person, obtaining the name and signature of receipt.
6. The Eagle Pin and Badge can NOT be purchased until actual Eagle credentials are presented.

**GREATER LOS ANGELES AREA COUNCIL  
EAGLE APPLICATION CHECK SHEET**

Eagle Candidate Name: \_\_\_\_\_ District Number: \_\_\_\_\_ Unit: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_

DOB: \_\_\_\_\_ Date Joined: \_\_\_\_\_ Verified: \_\_\_\_\_

Scoutmaster Name: \_\_\_\_\_ Email: \_\_\_\_\_

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Date of First Class Rank: \_\_\_\_\_

1) Four months between First Class and Star Rank Verified by District: \_\_\_\_\_

2) Six months between Star and Life Rank Verified by District: \_\_\_\_\_

3) Six months between Life Rank and Eagle BOR Verified by District: \_\_\_\_\_

4) **Required Merit Badges:** Use number of the Merit Badge as listed on Eagle Application (1 – 13)

A. None earned prior to Join Date: \_\_\_\_\_

B. Four Required Prior to Star Rank Date of Star Rank: \_\_\_\_\_

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

C. Three Required Prior to Life Rank Date of Life Rank: \_\_\_\_\_

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

5) All Eagle Requirements Completed Prior to Scout's 18<sup>th</sup> Birthday. Verified by District: \_\_\_\_\_

6) While a Life Scout, served in a position of responsibility in the unit, actively for six months:

Position: \_\_\_\_\_

Position: \_\_\_\_\_

7) Eagle Leadership Project

Name of Beneficiary: \_\_\_\_\_ Total Project Hours: \_\_\_\_\_

Description and Location of Project: \_\_\_\_\_

**FOR COUNCIL USE ONLY:**

Council Control Number: \_\_\_\_\_

Date of Eagle Board of Review: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Documents Received at Council: \_\_\_\_/\_\_\_\_/\_\_\_\_ Received by: \_\_\_\_\_  
(PRINT Name)

Date Documents Submitted to National: \_\_\_\_/\_\_\_\_/\_\_\_\_

Eagle Credentials Delivered to: \_\_\_\_\_  
(Name)

Receipt Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# EAGLE RESUME

## Statement of Candidate for Scouting's Highest rank

(For use by the Eagle Board of Review)

Name: \_\_\_\_\_ (Unit Ⓢtype) \_\_\_\_\_ (Number)

### Offices held in Unit:

<u>Title</u>	<u>From</u>	<u>To</u>
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### Camping Experience:

Summer Camp	Year:
Camp	Year:
Camp	Year:
Camp	Year:

Total nights camped	Total days of hiking	Total Miles Hiked
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Memorable camping trip of two nights or more (What made it memorable) and dates:

Other Service Projects you have participated in during the last two years if any:

**Briefly describe the personal benefits gained from your project:**

**In your own words, describe what it means to you to attain the rank of Eagle Scout:**

**Life's purpose (What are your ambitions)**

**Honors, recognition and Leadership abilities:**

**EAGLE RESUME**  
**Statement of candidate for Scouting's highest rank**  
**(for use by the Eagle Board of Review)**

**Name:** \_\_\_\_\_ **Unit:(type)** \_\_\_\_\_  
(Number) \_\_\_\_\_

**Offices held in Unit:**

<u>Title</u>	<u>From</u>	<u>To</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Camping Experience:**

**Summer Camp:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**Weeks:** \_\_\_\_\_

**Year:** \_\_\_\_\_

**Weeks:** \_\_\_\_\_

**Year:** \_\_\_\_\_

**Weeks:** \_\_\_\_\_

**Memorable camping trips of two nights or more (approx. dates and places):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total nights camping:** \_\_\_\_\_ **Total days on day**  
**hike:** \_\_\_\_\_

**Other service projects:**

**Name the service projects you have participated in during the last two years, if any:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Eagle Service Project:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Briefly describe the personal benefits gained from this project:**

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**In your own words, describe what it means to attain the rank of Eagle:**

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